



June 11, 2013

SENT VIA E-MAIL TO: 5200-64352900@REQUESTS.MUCKROCK.COM

Mr. Jason Smathers

Re: **2013-HQFO-00714**

Dear Mr. Smathers:

This acknowledges receipt of your Freedom of Information Act (FOIA) request to the Department of Homeland Security (DHS), in which you seek, "copies of the following documents: (1) Paper or electronic calendars kept by Janet Napolitano or her staff which keeps the agendas and appointments for Janet Napolitano's daily activities, appointments, and obligations, etc.; (2) All "to do" lists kept by Janet Napolitano or her staff which were used in routine business to track tasks which Janet Napolitano needed to complete for that day, week, or month; (3) A log of all incoming and outgoing phone calls to both Janet Napolitano's office and cellular telephone lines including the phone number of the other party, whether the call was inbound or outbound, the length of the call, and the name of the other party if this is included in the log file." Your request was dated and received in this office on June 6, 2013.

Per Section 5.5(a) of the DHS FOIA regulations, 6 C.F.R. Part 5, the Department processes FOIA requests according to their order of receipt. Although DHS' goal is to respond within 20 business days of receipt of your request, the FOIA does permit a 10-day extension of this time period. As your request seeks numerous documents that will necessitate a thorough and wide-ranging search, DHS will invoke a 10-day extension for your request, as allowed by Title 5 U.S.C. § 552(a)(6)(B). If you care to narrow the scope of your request, please contact our office. We will make every effort to comply with your request in a timely manner.

Provisions of the Act allow us to recover part of the cost of complying with your request. We shall charge you for records in accordance with the DHS Interim FOIA regulations as they apply to commercial requestors; i.e., you will be charged 10-cents per page for duplication and for search and review time at the per quarter-hour rate (\$4.00, \$7.00, \$10.25) of the searcher and reviewer. We will construe the submission of your request as an agreement to pay up to \$25.00. You will be contacted before any further fees are accrued.

We have queried the appropriate component of DHS for responsive records. If any responsive records are located, they will be reviewed for determination of releasability. Please be assured that one of the processors in our office will respond to your request as expeditiously as possible. We appreciate your patience as we proceed with your request.

Your request has been assigned reference number **2013-HQFO-00714**. Please refer to this identifier in any future correspondence. You may contact this office at 866-431-0486 or at 703-235-0790.

Sincerely,

X

Tara E. Clark
Senior FOIA Program Specialist